

# ZONING PERMIT APPLICATION

SUBMITTAL REQUIREMENTS: Application (1 copy), Site Plan & Elevations (1 copy), Fee (*cash/card/check – make check payable to ACC*)  
\$80 – New Single Family & Duplex Construction or Addition Over 50%

• \$25 - All Other Work Types • \$25 – Revisions\* • \$55 - Changes to Approved Plans

*\*Revision fee charged for each submittal after 1<sup>st</sup> revision. \*Plans must be to scale. Digital copy required for new/50%+ reviews.*

Application and all other submittal materials can be emailed to [Planningsubmittals@accgov.com](mailto:Planningsubmittals@accgov.com).

PROJECT ADDRESS: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

For Staff Use:

PLAN #: ZP - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CURRENT USE:

- ☐ Single Family Residence    ☐ Duplex  
☐ Undeveloped Land  
☐ Other: \_\_\_\_\_

PROPOSED USE:

\_\_\_\_\_

What type of work are you proposing? Check all applicable.

- ☐ New construction of a single family dwelling    ☐ Accessory structure  
☐ Addition to a single family dwelling [is addition over 50%? ☐ Yes ☐ No]    ☐ Fence  
☐ Residential driveway\* (*construction /expansion/alterations – please circle one*)    ☐ Parking lots / pads  
☐ Temporary use (*list and include dates*): \_\_\_\_\_  
☐ Other – Describe \_\_\_\_\_

\* New driveways and alterations to existing driveways require a driveway permit from the ACC Transportation and Public Works Department.

Are there any environmental areas on your property (such as a creek, river, wetland or pond)? ☐ Yes ☐ No

- Will your project involve work within 200' of riparian buffers (buffers around streams, rivers and bodies of water), or floodplain? Environmental Areas Permit may be required.
- Some work, including work that affects wetlands, may also require other local, state or federal permits.
- A storm water management plan may be required for developments adding 5,000 square feet or more of impervious surface area or disturbing 5,000 square feet or more of land.
- Additional permits may be required for developments that disturb or alter an area greater than 1 acre on lots existing prior to July 1, 2014, or an area greater than 5,000 square feet on lots created on or after July 1, 2014.

Please provide a plan drawn to a standard scale with dimensions in feet, which includes the following items (if applicable):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Property boundary lines                        | <input type="checkbox"/> Setback lines                                    | <input type="checkbox"/> Proposed driveways / curb cuts   |
| <input type="checkbox"/> All existing & proposed structures & buildings | <input type="checkbox"/> Percent of lot coverage                          | <input type="checkbox"/> Drive aisle width                |
| <input type="checkbox"/> All roads (labeled) adjacent to the property   | <input type="checkbox"/> Environmental areas                              | <input type="checkbox"/> Parking spaces                   |
| <input type="checkbox"/> Future right-of-way line                       | <input type="checkbox"/> Building height                                  | <input type="checkbox"/> Sidewalks (existing/proposed)    |
| <input type="checkbox"/> Transportation Corridor Concept Map Projects   | <input type="checkbox"/> Location, type & output of all exterior lighting | <input type="checkbox"/> Street trees (existing/proposed) |

**All new single-family and duplex construction submittals, as well as additions of 50% or more of the existing dwelling size, must be prepared and sealed by a licensed architect, landscape architect, engineer or surveyor. Application must include architectural elevations for all four sides and site plans shall indicate finished grade elevations at each building corner, proposed eave and ridgeline heights & include elevation drawings w/ topography.**

*The Unified Government of Athens-Clarke County is a public entity subject to Georgia's Open Records laws. All submitted applications and associated plans and documents are covered under such laws and may be released to other parties unless they contain information specifically protected by law.*

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**THIS PAGE FOR STAFF USE ONLY**

TRANSPORTATION & PUBLIC WORKS DEPARTMENT			
REVIEWED BY / DATE		APPROVED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
COMMENTS/PERMIT #:			

PLANNING DEPARTMENT			
RECEIVED BY		DATE RECEIVED	
SITE PLAN	<input type="checkbox"/> YES	BUILDING ELEVATIONS	<input type="checkbox"/> YES <input type="checkbox"/> N/A
TAX MAP #S		ZONING/OVERLAY	
RELATED PERMITS & CASES (COA, EA, VAR, PD, ETC.)	<input type="checkbox"/> YES <input type="checkbox"/> NO	APPLICABLE PLAN #s	
COMMENTS:			
REVIEWED BY			
APPROVED	<input type="checkbox"/> YES <input type="checkbox"/> NO	DATE	

SETBACKS					
	Minimum Setback	Overall Height	Highest Vertical Plane	Total Setback	Setback Met?
Front					<input type="checkbox"/> YES <input type="checkbox"/> NO
Rear					<input type="checkbox"/> YES <input type="checkbox"/> NO
Left					<input type="checkbox"/> YES <input type="checkbox"/> NO
Right					<input type="checkbox"/> YES <input type="checkbox"/> NO

Front Yard Driveway/Parking Area Calculations (all measurements in square feet)			Lot Coverage Calculations (all measurements in square feet)		
Max. Allowed*			Lot Size		
Proposed Driveway	sq. ft.	%	Existing Coverage		
<i>*25% of front yard and side yard adjacent to R/W or continuous area of 18' wide x depth of front yard in feet</i>  <b>For attached houses, lots less than 8,000 SF, or subdivisions with density exceeding 2.5 units/acre (Code Sec. 9-25-8B)</b>					
			Proposed Coverage		
Two or more design features	<input type="checkbox"/> YES <input type="checkbox"/> NO				
Garage less than 40% of front facade	<input type="checkbox"/> YES <input type="checkbox"/> NO				
Different design than adjacent units	<input type="checkbox"/> YES <input type="checkbox"/> NO				
20% fenestration when facing street	<input type="checkbox"/> YES <input type="checkbox"/> NO				
Direct access to primary entry from R/W	<input type="checkbox"/> YES <input type="checkbox"/> NO				
Windows have trim + No flat roofs	<input type="checkbox"/> YES <input type="checkbox"/> NO				
Exterior finishing Material	<input type="checkbox"/> YES <input type="checkbox"/> NO		Total Lot Coverage	sq. ft.	%
Lot at least HSF of house or 150% of footprint	<input type="checkbox"/> YES <input type="checkbox"/> NO		Total Lot Coverage allowed by Zone		
For Accessory Structures			For Additions		
Allowable size by lot			Size of principle Structure*		
# and sq.ft. of all accessory structures			% of Principal Structure		

*\* The contiguous roofed portion of the principal structure, including covered porches, garages, and carports shall be included in this calculation. The total square footage shall be exclusive of attics, crawl spaces, and similar storage areas.*